

8 January 1954

## 1. GENERAL

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- a. Initial identification, recruitment and selection of individuals on the basis of apparent capability and suitability for provisional appointment to the Career Staff.
- b. Planned instruction and development during which the employee has an opportunity to demonstrate his capability and suitability for retention in Agency employment and eventual permanent appointment to the Career Staff.
- c. Review prior to the end of a one-year trial-service period to determine the desirability of the individual's continued employment with the Central Intelligence Agency.
- d. Review at the end of a three-year provisional period to select individuals for permanent appointment to the Career Staff on the basis of demonstrated capability and suitability.

## 2. SELECTION BOARD

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shall appoint two voting members and one alternate member from the organizations of the Deputy Director (Intelligence), the Deputy Director (Plans), and the Deputy Director (Administration) and, from the organizations of the Assistant Director (Communications, the Director of Training and the Assistant Director for Personnel, one voting member and one alternate member. The Selection Board shall be responsible to the CIA Career Service Board and shall perform such functions as are hereinafter prescribed. The Chairman of the Selection Board shall be appointed by the Director of Central Intelligence. The Selection Board will be provided with a Secretariat headed by a full-time Executive Director and staffed with such clerical and administrative personnel as are required by the Board to perform its functions.

3. PANEL OF EXAMINERS

- a. A Panel of Examiners shall be established by the Director of Central Intelligence on the recommendations of the Selection Board and shall be composed of experienced members of the Career Staff (GS-14 and above).
- b. Numerical representation of each Career Component on the Panel of Examiners shall be based on the personnel strength of that component as of the beginning of each fiscal year and shall not exceed one-half of one percent of such strength or one member, whichever is the larger number. (NOTE: This formula, if applied at the present time, would result in the appointment of 63 members to the Panel of Examiners).

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- c. Unless renewed by reappointment, membership on the Panel of Examiners shall terminate at the end of each fiscal year.
- d. Members of the Panel of Examiners shall be chosen from lists of nominees recommended by the Office Career Service Boards. The number of such nominees shall be twice the number which will be selected, in accordance with 3b, above.
- e. Examining Panels referred to below shall consist of three voting Examiners who shall represent Offices other than the one having career jurisdiction over the individual and, in addition, a non-voting member from the Selection Board's Secretariat who will act as Chairman of the Panel. The membership of the Examining Panels will be selected by the Executive Director of the Secretariat from the Panel of Examiners in a manner which will assure appropriate representation of the several Agency components.

4. EVALUATION OF TRIAL-SERVICE EMPLOYEES

Three months prior to the completion of his first calendar year of Agency employment, each employee shall be evaluated as follows in terms of the desirability of his continued employment:

- a. The Career Selection Report shall be completed by the individual's immediate supervisor who shall recommend either that the employee be retained in Agency employment for eventual consideration for membership in the permanent Career Staff or that he be separated from CIA

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- employment prior to the completion of his one-year trial-service period. The supervisor will prepare only an original copy of the Career Development Report. The supervisor next in line shall authenticate the Career Selection Report and the recommendation made by the immediate supervisor.
- b. The Career Selection Report shall be forwarded directly to the Office Career Service Board having jurisdiction over the individual's career planning.
  - c. The Office Career Service Board shall review the supervisor's recommendation in the light of all available information concerning the employee and recommend to the Head of the Office concerned either that (a) the employee be retained in Agency employment for eventual consideration for membership in the permanent Career Staff or (b) that he be separated from CIA employment prior to the completion of his one-year trial-service period.
  - d. Recommendations of the Office Career Service Boards shall be forwarded through the Head of the Office concerned to the Executive Director of the Board's Secretariat where they shall be carefully screened for objectivity. All cases in which separation of the individual is recommended and such other cases as warrant further review shall be referred by the Executive Director for further review to an Examining Panel drawn from the Panel of Examiners. In all cases, appropriate notification shall be made to the Processing and Records Division, Personnel Office, through the Placement and Utilization Division, Personnel Office.

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Appropriate record shall be made in the individual's Official Personnel Folder and the individual shall be officially notified of the Board's decision.

- e. Recommendations of Office Career Service Boards referred to an Examining Panel by the Executive Director shall be reviewed in the light of all pertinent information concerning the employee. Such information shall be furnished, as appropriate, by the Personnel Office, Security Office, Medical Office and Office of Training, as well as by the components having administrative and career jurisdiction over the individual. The Examining Panel shall interview the employee and, when appropriate, his supervisor. On the basis of this review, the Examining Panel shall recommend to the Selection Board either that (a) the employee be retained in Agency employment for eventual consideration for permanent membership in the Career Staff or (b) that the employee be separated from Agency employment prior to the expiration of his one-year trial-service period.
- f. When the recommendation of the Examining Panel is in disagreement with that of the Office Career Service Board, this fact shall be reported to the Head of the Office concerned who shall either (a) accept the Panel's recommendation, or (b) refer the case, within ten working days of receipt of notification of disagreement, to the Selection Board, whose decision in the case shall be subject only to the review of the Deputy Director of Central Intelligence. If such review is desired, a request therefor must be submitted within ten days of the Selection Board's decision, by the Deputy Director (Intelligence), Deputy

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Director (Plans), Deputy Director (Administration), Assistant Director (Communications), Director of Training, or Assistant Director for Personnel, as appropriate.

- g. Upon final approval of a recommendation to separate an employee from Agency employment prior to expiration of the one-year trial-service period, an appropriate Request for Personnel Action (SF-52) shall be prepared by the Executive Director of the Board's Secretariat and transmitted to the Personnel Office for processing.

5. DURATION OF PROVISIONAL PERIOD

- a. The provisional period, during which the employee has an opportunity to demonstrate his capability and suitability for permanent appointment to the Career Staff, shall commence as of the date of entrance on duty with the Agency and shall continue for a period of three calendar years.
- b. The three-year provisional period prescribed as a prerequisite to consideration for permanent appointment to the Career Staff shall in no way affect the rights and privileges of Agency employees under the provisions of the Veterans Preference Act of 1944, as amended.

6. APPLICATION FOR PERMANENT APPOINTMENT TO THE CAREER STAFF

- a. Upon completion of the three-year provisional period, each employee shall have an opportunity to apply for permanent appointment to the Career Staff. Except as otherwise provided in 6c below, such application shall result in the initiation of formal selection procedures as hereinafter prescribed.

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- b. Failure to apply for permanent appointment to the Career Staff at the end of the provisional period shall not act as a bar to such application at a later date.
- c. Procedures hereinafter prescribed shall not apply to personnel on duty with the Central Intelligence Agency as of the effective date of this procedure provided they are not on probation at that time. The permanent appointment of such personnel to the Career Staff shall be automatically approved by the Selection Board upon completion of the three-year provisional period and application for such appointment.

7. DETERMINATION OF SUITABILITY FOR PERMANENT APPOINTMENT

Determination of suitability for permanent appointment to the Career Staff shall be made as follows:

- a. Appropriate criteria of suitability shall be formulated by the Selection Board and approved by the CIA Career Service Board and shall be applied with respect to all eligible employees.
- b. Determinations of suitability for staff employees in grades GS-6 and below shall be made in such a manner as shall be recommended by the Office Career Service Board having jurisdiction over the employee. The method used in making such determinations shall be submitted through the Office Head to the Selection Board for approval prior to implementation. The Selection Board shall review all permanent appointments to grades GS-6 and below to the Career Staff and all such appointments will require the concurrence of the Selection Board.

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c. Determinations of suitability for staff employees in grades GS-7 and above shall be made as follows, prior to the expiration of the employee's provisional period:

- (1) Upon receipt of an application from the employee for permanent appointment to the Career Staff, the employee's supervisor shall prepare and submit to the Office Career Service Board having jurisdiction over the individual's career planning a Career Selection Report authenticated by the supervisor next in line.
- (2) The Office Career Service Board shall review the supervisor's recommendation in the light of all available information concerning the employee and recommend to the Office Head either that (a) the employee be appointed to the Career Staff on a permanent basis, or (b) that his permanent appointment be disapproved. The Office Head will forward the recommendation with his consent to the Selection Board.
- (3) All recommendations of the Office Career Service Boards shall be referred by the Executive Director of the Board's Secretariat to an Examining Panel for review. The Examining Panel shall consider all pertinent information concerning the employee. Such information shall be furnished, as appropriate, by the Personnel Office, Security Office, Medical Office and Office of Training, as well as by the components having administrative and career jurisdiction over the individual. The Examining Panel shall interview the employee and, when appropriate, his supervisor.



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- (4) If the employee is overseas at the time he becomes eligible for membership in the Career Service, the interview by the Examining Panel and the consequent decision on his suitability for membership in the Career Service will be deferred until he is physically available in Headquarters.
- (5) The Examining Panel shall recommend to the Selection Board either that (a) the employee be appointed to the Career Staff on a permanent basis, or (b) that his permanent appointment to the Career Staff be disapproved.
- (6) When the recommendation of the Examining Panel is in disagreement with that of the Head of the Office concerned, this fact shall be reported to him. He may either (a) accept the Panel's recommendation, or (b) refer the case, within ten working days of receipt of notification of disagreement, to the Selection Board, whose decision in the case shall be subject only to the review of the Deputy Director of Central Intelligence. If such review is desired, a request therefor must be submitted within ten days of the Selection Board's decision, by the Deputy Director (Intelligence), Deputy Director (Plans), Deputy Director (Administration), Assistant Director (Communications), Director of Training, or Assistant Director for Personnel, as appropriate.
- (7) An individual will be officially notified of his membership in the Career Staff and record made in his Official Personnel Folder.

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- (8) Removal from the Career Staff will follow essentially the same principles as admission to the Career Staff. Removal will take place only after formal action by the Selection Board.